

STATE COURT ADMINISTRATIVE OFFICE

PERMANENCY INDICATORS REPORTS (PIR)

UPLOAD FILE SPECIFICATION

VERSION: FINAL

JULY 17, 2013

REVISION CHART

Version	Primary Author(s)	Description of Version	Date Completed
Draft	Barry L. Camp	Initial draft created for distribution and review comments.	01/18/2012
Preliminary	Barry L. Camp, Laura Hutzel	Second draft incorporating changes based on initial review comments. Required records specified, Codes for Time Frames are provided, and additional changes made as appropriate.	02/01/2012
Preliminary	Barry L. Camp	Additional changes.	02/03/2012
Final	Barry L. Camp	First complete draft to be released to general Court and vendor community, which is placed under change control.	02/09/2012
Final	Barry L. Camp	Corrected errata in Section 2.3.2., "Field Names, Attributes, Length, and Requirements", Pages 5-6, for the Start Date and End Date fields.	02/21/2013
Final	Barry L. Camp	Added Reason Code ICW.	03/18/2013
Final	Barry L. Camp	Added language regarding permissive record formatting.	07/17/2013

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1. INTRODUCTION

1.1 Purpose

This document describes the record layout for submitting data electronically to the Permanency Indicators Reports (PIR) system, a new web application being made available in the Michigan Court Application Portal (MCAP). Data submitted electronically will be imported into a relational database management system (RDBMS), and that data will subsequently be available for generating reports. Courts with a case management system may be able to create the data file with relative ease, but the data file must conform to the following record layout in order for PIR to understand the data and store it properly.

1.2 Definitions, Acronyms, and Abbreviations

The following acronyms and abbreviations may be found throughout this document:

Terms, Acronyms, and Abbreviations	Definition
ASCII	American Standard Code for Information Interchange, a ubiquitous data and text format used by computers globally.
DHS	Department of Human Services, the State of Michigan government agency – <u>not</u> to be confused with the U.S. Department of Homeland Security.
JIS	Judicial Information Systems
MCAP	Michigan Court Application Portal
PIR	Permanency Indicators Reports (MCAP web application)
RDBMS	Relational Database Management System
SCAO	State Court Administrative Office
XML	eXtensible Markup Language, a plaintext file format used in many Internet-enabled applications for information sharing.

2. ELECTRONIC DATA FILE FORMAT

2.1 General Format

All data submitted electronically shall be in the form of a machine-readable plain text file encoded in standard ASCII format. The data in the file will be organized into individual records, with one line of text representing one record. Each line shall be terminated with a standard carriage return – line feed character sequence. (Note: XML or other alternative plain text formats are not accepted in PIR at this time.)

Each record will contain a series of values that represent elements of the record. Each value must be enclosed in quotation marks (") and separated from one another, delimited by a comma. Whitespace characters appearing between commas and the quote-enclosed values will be ignored; any other characters will result in an error message, with the record rejected.

2.2 Submission of Files

PIR utilizes web-based functionality to submit the data file online, meaning a court must be connected to the public Internet. The user attempting to submit the data file will sign on to the application using a web browser, typically Microsoft Internet Explorer.

The user will be prompted to select a drive, path, and filename to choose the appropriate file to be submitted, and the application will then transfer the file to a JIS-based server. The file will be processed and each valid record will be saved to the database. The user will then be able to view the submitted data using web-based data entry screens, or printable output reports.

The user will receive a summary screen with the number of records saved, and the number of errors and/or warnings. Individual line numbers will be listed for each error along with an error and/or warning message.

2.3 Record Format

There are three distinct types of records which may be uploaded to PIR. Therefore, there are three different record formats, which are as follows:

Number of Cases Completed Within Time Frame (6 fields):

"Record Type", "Report End Date", "Location", "Bar Number", "Time Frame", "Value"

Example:

"WITHIN", "12/31/2013", "Ingham", "P123456", "DR182", "4"

List of Cases Over Time Frame (12-17 fields):

"Record Type", "Report End Date", "Location", "Bar Number", "Time Frame", "Status Type", "File Number", "Petition Number", "Child Name", "Start Date", "End Date", "Reason Code", "Reason Code", "Reason Code", "Reason Code", "Reason Code"

Example:

"OVER", "12/31/2014", "Charlevoix", "P112357", "A63", "Complete", "2013-0131", "12345", "Jones, Ann E.", "04/13/2014", "06/15/2014", "NOA", "SVC", "AOA", "OPI", "STA", "ICW"

List of Cases Regarding Permanency (15 fields):

"Record Type", "Report End Date", "Location", "Bar Number", "Status Type", "File Number", "Petition Number", "Child Name", "Original Removal Date", "Most Recent Removal Date", "Date of Birth", "Permanency Ward Date", "Permanency Date", "Permanency Type", "Termination Date"

Example:

"PERMANENCY", "12/31/2014", "Kent", "P124816", "Complete", "2012-0001", "12345", "John Q. Adams", "03/09/2014", "07/25/2014", "08/19/2008", "", "07/28/2014", "PPR", ""

2.3.1 Flexibility in the Number of Fields Per Line

JIS is aware of the fact that some systems which provide plain text files for uploading information to the PIR application may not be able to provide variable numbers of fields from one line to another. To accommodate this constraint, PIR will allow for upload files which have a fixed count of 17 fields on every line of text, regardless of the Record Type. These additional fields should be null items (i.e. empty values in quotation marks or just "") which would pad out the line(s).

2.3.2 Field Definitions

The fields presented above are defined as follows:

Record Type

Specifies one of the three types of records which define the structure of the remaining fields:

Record Type	Record Type Description
WITHIN	This record type provides the number of cases in which the action was completed within the time frame specified.
OVER	This record type provides details about each case in which the action was not completed within the time frame specified.
PERMANENCY	This record type provides details about each case in regard to achieving permanency.

(Note that while the values as shown above are all uppercase, PIR may accept mixed case values, as acceptance of these values is not case-sensitive.)

Report End Date

A calendar date value in the format MM/DD/YYYY. The value should be the last date of the current Reporting Period; for example, 12/31/2014.

Location

One of Michigan's 83 counties; for example, "GENESEE". It is not necessary to include the word "COUNTY" in the name. Locations are defined in Section 2.6.

Bar Number

The valid Bar (or Permanent Member, or "P") Number associated with the Judge assigned to the case(s). The format of the Bar Number is an uppercase "P" followed by five or six numeric digits. (The "P" is required.)

Time Frame

A three- to five-character alphanumeric code which specifies the time period and action for the record. Time Frame Codes are defined in Section 2.7. The code, rather than the description, is what should be reported.

Value

The number of children for whom the cases in the above described Time Frame are associated. This value must be a whole number equal to or greater than zero; negative numbers are not allowed.

Status Type

Specifies the status of the action captioned in the Time Frame field record type "OVER"; or specifies whether permanency has been achieved for record type "PERMANENCY", as follows:

Status Type	Status Type Description
INCOMPLETE	For records where the event or action was not completed during the reporting period; or for records where permanency was not achieved.
COMPLETE	For records where the event or action was completed during the reporting period; or for records where permanency was achieved.

(Note that while the values as shown above are all uppercase, PIR may accept mixed case values, as acceptance of these values is not case-sensitive.)

File Number

A valid combination of letters, numerals, dashes and/or spaces which comprise the File Number of the given case.

Petition Number

A valid combination of letters, numerals, dashes and/or spaces which comprise the Petition Number of the given case.

Child Name

The first name, (optional) middle name and/or initial, and last name of the child. The child name may be formatted either as "First M. Last" or "Last, First M." with the presence of a comma indicating name order. (Note that if a known name suffix is included such as Jr., Sr. or III, any comma immediately preceding it will be ignored.)

Start Date

The date that starts the clock for the time period specified, which is generally the date the child was removed from the home. A calendar date value in the format MM/DD/YYYY.

End Date

The date that stops the clock for the time period specified, which is generally a required hearing or review. A calendar date value in the format MM/DD/YYYY if the Status Type field is "COMPLETE", or a blank value if the Status Type field is "INCOMPLETE".

Reason Code(s)

A three-letter code which provides the reason(s) the case was delayed. Reason Codes are defined in Section 2.8. The code, rather than the description, is what should be reported. At least one reason code is required for record types "OVER". Each code may be reported only once for each record. All codes may be reported for each record.

Original Removal Date

A calendar date value in the format MM/DD/YYYY. The value should be the original removal date of the child named above; for example, 03/09/2014.

Most Recent Removal Date

A calendar date value in the format MM/DD/YYYY. The value should be the most recent removal date of the child named above; for example, 07/25/2014.

Date of Birth

A calendar date value in the format MM/DD/YYYY. The value should be the date of birth of the child named above; for example, 08/19/2008.

Permanency Ward Date

A calendar date value in the format MM/DD/YYYY if the child is a permanent ward, or a blank value if the child is not a permanent ward.

Permanency Date

A calendar date value in the format MM/DD/YYYY. The value should be the date for which permanency was achieved for child named above; for example, 07/28/2014.

Permanency Type

A three-letter code which specifies the type of permanency achieved for the child, or blank if permanency has not yet been achieved. Permanency Types are defined in Section 2.9. The code, rather than the description, is what should be reported.

Termination Date

A calendar date value in the format MM/DD/YYYY if the Court has terminated jurisdiction over the child, or a blank value if the Court has not terminated jurisdiction over the child.

2.3.3 Field Names, Attributes, Length, and Requirements

Field Name	Data Type	Minimum Length	Maximum Length	Requirement
Record Type	Alphabetic	4	10	Non-blank data required for all records.
Report End Date	Date	10	10	Non-blank data required for all records.
Location	Alphabetic	3	14	Non-blank data required for all records.
Bar Number	Alphanumeric	6	7	Non-blank data required for all records.
Time Frame	Alphanumeric	3	5	Non-blank data required for record types "WITHIN" and "OVER".

Field Name	Data Type	Minimum Length	Maximum Length	Requirement
Value	Numeric	1	5	Non-blank data required for record type "WITHIN".
Status Type	Alphabetic	8	10	Non-blank data required for record types "OVER" and "PERMANENCY".
File Number	Alphanumeric	1	20	Non-blank data required for record types "OVER" and "PERMANENCY".
Petition Number	Alphanumeric	1	20	Non-blank data required for record types "OVER" and "PERMANENCY".
Child Name	Alphabetic	1	40	Non-blank data required for record types "OVER" and "PERMANENCY".
Start Date	Date	10	10	Non-blank data required for record type "OVER".
End Date	Date	0	10	Field required for record type "OVER". Non-blank data required for status type "COMPLETE".
Reason Code(s)	Alphabetic	3	3	At least one Reason Code is required for each record type "OVER".
Original Removal Date	Date	10	10	Non-blank data required for record type "PERMANENCY".
Most Recent Removal Date	Date	10	10	Non-blank data required for record type "PERMANENCY".
Date of Birth	Date	0	10	Field required for record type "PERMANENCY". Non-blank data required for status type "COMPLETE".
Permanency Ward Date	Date	0	10	Field required for record type "PERMANENCY".
Permanency Date	Date	0	10	Field required for record type "PERMANENCY". Non-blank data required for status "COMPLETE".
Permanency Type	Alphabetic	0	3	Field required for record type "PERMANENCY". Non-blank data required for status type "COMPLETE"
Termination Date	Date	0	10	Field required for record type "PERMANENCY".

2.4 Security Rules

The security restrictions of submission of upload files follow the same restrictions inherent in manual data entry. A court user may only upload data on behalf of courts for which they are authorized.

2.5 Business Rules

2.5.1 Verification

To protect the integrity of the information in the Permanency Indicators Reports application, a verification process is in place. After uploading and confirming the data is correct, a user must verify the report. Once a report is verified, it may not be amended, and therefore additional upload operations on such a report are not permitted unless and until verification is retracted by an authorized SCAO employee.

2.5.2 Incomplete Records

Each record must have all required fields as described in 2.3.2, including blank fields where indicated. Incomplete records will be flagged as being in error and will be excluded from further processing.

2.5.3 Missing Records/Partial Upload File

It may be possible for a partial upload file (a file having some records) to be submitted. As long as the records are valid, this will not result in errors. However, for valid output reports to be generated, all required records must eventually be furnished. This may in turn necessitate additional information to be uploaded or manually entered.

2.5.4 Pre-existing Information

As long as a Report has not been verified, information may continue to be uploaded, with any previously existing records being replaced (overwritten). Overwritten values, however, *cannot* be recovered under any circumstances.

2.6 Locations

A valid PIR Location is currently defined as any one of Michigan's 83 counties listed below. (Note that for St. Clair and St. Joseph counties, the abbreviation "St." is the accepted form.)

Locations (Michigan Counties)			
Alcona	Dickinson	Lake	Oceana
Alger	Eaton	Lapeer	Ogemaw
Allegan	Emmet	Leelanau	Ontonagon
Alpena	Genesee	Lenawee	Osceola
Antrim	Gladwin	Livingston	Oscoda
Arenac	Gogebic	Luce	Otsego
Baraga	Grand Traverse	Mackinac	Ottawa
Barry	Gratiot	Macomb	Presque Isle
Bay	Hillsdale	Manistee	Roscommon
Benzie	Houghton	Marquette	Saginaw
Berrien	Huron	Mason	Sanilac
Branch	Ingham	Mecosta	Schoolcraft
Calhoun	Ionia	Menominee	Shiawassee
Cass	Iosco	Midland	St. Clair
Charlevoix	Iron	Missaukee	St. Joseph
Cheboygan	Isabella	Monroe	Tuscola
Chippewa	Jackson	Montcalm	Van Buren
Clare	Kalamazoo	Montmorency	Washtenaw
Clinton	Kalkaska	Muskegon	Wayne
Crawford	Kent	Newaygo	Wexford
Delta	Keweenaw	Oakland	

2.7 Time Frame Codes

The following time frame codes and descriptions have been established. The code, rather than the description, is what should be reported.

Time Frame Code	Time Frame Description
PH1	Preliminary Hearing Commenced Within 24 Hours of Removal From Home
A63	Adjudication Completed Within 63 Days of Removal From Home
A91	Adjudication Completed Within 64 to 91 Days of Removal From Home
PP28	Expedited Permanency Planning Hearing Completed Within 28 Days of Judicial Determination
DH28	Initial Dispositional Hearing Completed Within 28 Days of Adjudication

Time Frame Code	Time Frame Description
DR182	Initial Dispositional Review Hearing Completed Within 182 Days of Removal From Home
DR14	Dispositional Review Hearing Commenced Within 14 Days of Removal From Home Pursuant to Emergency Removal Hearing
PP364	Initial and Annual Permanency Planning Hearing Completed Within 1 Year of Removal From Home
RH182	Review Hearing Completed Within 182 Days of Last Review Hearing
TH42	Termination Hearing Completed Within 42 Days of Filing of Supplemental Petition

(Note that PIR may accept mixed case values or all-uppercase or all-lowercase, as acceptance of these values is not case-sensitive.)

2.8 Reason Codes

The following reason codes and descriptions have been established. The code, rather than the description, is what should be reported. At least one reason code is required for record types "OVER." Each code may be reported only once for each record. All codes may be reported for each record.

Reason Code	Reason Description
NOA	Non-appearance (non-availability of attorneys, parties and/or witnesses).
SVC	Service of Process issues.
AOA	Awaiting Outside Agency action (DHS or other service provider).
OPI	Operations Issues (misplaced files, reassignment, jurist unavailable, staff unavailable, scheduling problems, etc.).
STA	Stipulation to Adjourn.
ICW	Indian and Child Welfare Act (ICWA).

(Note that PIR may accept mixed case values or all-uppercase or all-lowercase, as acceptance of these values is not case-sensitive.)

2.9 Permanency Type

The following permanency type codes and descriptions have been established. The code, rather than the description, is what should be reported.

Permanency Type Code	Permanency Type Description
RET	A court orders, on the record, the return of the child to the parent(s) or a pre-existing guardian.
ADO	A written order of adoption is entered.
GUA	An acceptance is filed by a guardian in a full guardianship under the Estates and Protected Individuals Code.
JUG	A court conducts 90-day review hearing following the appointment of a juvenile guardian under the Juvenile Code and the court continues that juvenile guardianship.
PPR	A written order for permanent relative placement is filed with a court.
PLA	A written approved permanent planned living arrangement is signed and filed with a court.

(Note also that PIR may accept mixed case values or all-uppercase or all-lowercase, as acceptance of these values is not case-sensitive.)